

30 August 1979

Classification Review Procedure

CRP 79-41

PROCESSING DOCUMENTS ON CHARGE-OUT

On occasion old documents stored at the Agency Archives and Records Center (AARC) will be recalled to Headquarters at which time AARC personnel will replace the document being recalled with a "charge-out" sheet. Prior to the return and refile of that document at AARC it is possible that CRD will have recalled and reviewed that particular box in the course of its systematic file review.

The purpose of this procedure is to ensure that all documents on charge-out are reviewed for declassification before being returned to the files.

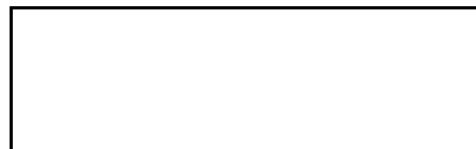
Action to be taken by CRD reviewers:

(1) Whenever a reviewer in CRD comes across a charge-out sheet in the box under review, that officer will affix or staple a completed form 490 to the charge-out sheet. (Copy of form 490 is attached) These forms are available from the Information Control Assistant.

(2) Form 490 is to be completed by the reviewer according to the instructions on the face of the form. The last copy of form 490 should be turned over to the CRD Information Control Assistant as a suspense copy.

Action to be taken at the Records Center:

Whenever AARC personnel find a form 490 affixed or stapled to a charge-out sheet, instead of returning the "recalled document" to its proper place in the box, they will forward that document with a copy of form 490 to CRD for classification review. On completing the review of this single document, CRD will return the document to AARC where it will be returned to the files and the charge-out sheet removed.



Chief,
Classification Review Division

STATINTL

S A M P L E FORM 490

FORM 12-76 490 USE PREVIOUS EDITION

ARCHIVES/RECORDS CENTER
SERVICE REQUEST

INSTRUCTIONS: REQUESTER - 1. COMPLETE REQUEST. 2. RETAIN LAST COPY FOR SUSPENSE. 3. SEND REST OF SET TO RECORDS CENTER. 4. UPON RECEIPT OF MATERIAL DESTROY SUSPENSE COPY, SIGN AND RETURN ORIGINAL TO RECORDS CENTER, IF APPLICABLE.

FROM: ARCHIVES/RECORDS CENTER

NO.

DATE

BOX NUMBER

JOB NUMBER

DATE SERVICED

ACTION REQUESTED

LOAN

PER. RETENT.

INFORMATION

NAME OF REQUESTER

TO: _____

OFFICE

TEL. EXTENSION

LOG DATA

MATERIAL REQUESTED IS TO BE USED FOR (check one)

FOIA

PRIVACY ACT

COMMITTEE INVESTIGATIONS

OTHER

FOR ARCHIVES/RECORDS CENTER USE

SERVICED BY

SPACE NUMBER

POSTED

NUMBER OF DOCUMENTS SENT

NOTIFIED